

***ATTORNEY***

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**DEFINITION**

Under general direction, this professional level position performs legal research activities on behalf of the court by examining, analyzing, and interpreting available information and submitting recommendations for resolving issues before the court.

**DISTINGUISHING CHARACTERISTICS**

Incumbents in this position work independently in performing complex and specialized legal research and drafting legal opinions for judicial and executive staff and must be able to respond within short time frames to judge's queries on procedural and substantive issues during trials and pretrial hearings. Incumbents may act as a protem judge or commissioner in other matters.

**TYPICAL TASKS**

- review and summarize evidence, procedural history, and legal contentions on matters before the court;
- identify and analyze factual and legal issues relevant to the disposition of matters; researches legal authorities;
- briefs judges on research and analysis pertaining to matters before the court, identifies and discusses unresolved issues necessary for the disposition of matters, and formulates dispositions;
- respond to judges' inquiries on procedural and substantive issues during trials and hearings;
- attend and assist at trials and hearings;
- conducts review of documents at the request of judges;
- prepare pleadings, written legal reports, opinions, briefs, appeals, and other legal documents in connection with trials, hearings, and other legal proceedings;
- may serve as legal adviser to the court judicial officers, staff, or judicial committees on specific matters before the court;
- may assist with the drafting of legislative measures and other legal work required by the court.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

- legal research methods, practices and techniques;
- law and legal principles, practices and procedures as applied to area(s) of assignment specialty;
- rules of evidence;
- scope and role of local court rules and procedures;
- judicial ethics;
- case management, processing and calendaring practices within the local judicial system.

**Ability to:**

- independently identify and analyze legal issues;
- distinguish significant legal issues, facts and their effect;
- research statutes and case law;
- apply legal principles to case facts and make decisions;
- prepare and present legal analyses and recommendations for judicial actions, orally and in writing;
- confer with and advise judicial officers, attorneys, court support staff and the public on procedural and substantive legal issues;
- handle sensitive matters with finesse and discretion;
- coordinate work with others;

- listen to argument/discussion and understand underlying problem/question;
- recognize and respect limit of authority and responsibility;
- uphold judicial ethics;
- work in an environment with conflicting priorities;
- establish and maintain cooperative working relationships with those contacted during the course of work.

**PHYSICAL CHARACTERISTICS**

Physical and sensory requirements for this classification include: Personal mobility to work in various office and courtroom locations. The ability to: bend, stoop and reach in order to retrieve files; use a step stool to reach files and supplies of forms stored above shoulder height; pull files from filing units; lift and carry items up to 20 pounds; hear and communicate effectively in an office and courtroom environment; read standard text in order to assist the public; manual dexterity to operate a computer keyboard; sit at a desk or computer for extended periods of time.

**EXPERIENCE/EDUCATION**

Graduation from a school of law and an active membership in the California State Bar Association. At least five (5) years of experience as a practicing lawyer civil litigation experience highly desirable or prior recent experience as a court attorney for a California Superior Court performing tasks which demonstrate possession of competency in the requisite knowledge and abilities.